
EEO Investigator Resume

Job Objective

Seeking EEO Investigator position in which to grow and expand my experience in this field while becoming a valued member of your team.

Summary of Qualifications:

- Vast experience in conducting independent investigations of claims of EEO cases
 - Wide knowledge of Workplace Harassment, Workforce diversity strategies, planning and implementation of outreach initiatives
 - Skilled in establishing and maintaining effective working relationships, partnerships and collaborative initiatives with diverse groups of individuals
 - Excellent written and oral communications skills
 - Strong analytical skills
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Work Experience:

EEO Investigator, August 2005 – Present
STG International, Inc., Springfield, MA

- Evaluated all documentary evidence submitted by the employee and applicant and the accused.
- Prepared interrogatories for the employee/applicant, the accused and any potential witnesses.
- Drafted sworn declarations to be signed by each party interviewed during the investigation.
- Organized all documentary evidence into a formal case file.
- Developed and presented a Report of Findings to the Human Resources Officer and the manager of the accused.
- Generated a bi-weekly Management Report – Number of hours worked, problems encountered and other applicable issues.

EEO Investigator, May 2000 – July 2005
USIS, Inc., Springfield, MA

- Organized and scheduled work in compliance with contract requirements.
 - Reviewed and prepared cases to determine most efficient and cost effective method to ensure completion.
 - Prepared and transmitted reports that detailed investigative findings.
 - Worked with other offices and agencies in order to obtain case related information.
 - Travelled outside of “assigned” geographic location when required.
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Education:

Bachelor's Degree in Human Resources Management, Bryn Athyn College, Bryn Athyn, PA
Master's Degree in Human Resources Management, Case Western Reserve University, Cleveland, OH

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